



June 28, 2007

TO: Transportation Authority of Marin

FROM: Dianne Steinhauser, Executive Director

RE: Staff Compensation - Salary Ranges, Agenda Item 7h

Dear Commissioners:

### **Executive Summary**

During the establishment of the Authority's classifications and proposed salary ranges, TAM utilized a 5% step range typical to the County of Marin. To allow for more flexibility in salary increases when warranted during performance review, the Executive Director is recommending a change to a 2.5% step range. This change will allow for more flexibility for management during annual staff performance and salary reviews. The salary structure change will not affect top salary amounts but will provide more levels within the existing ranges.

**Recommendation: The TAM Board adopt the 2.5% step salary range structure for use with all TAM classifications.**

### **Background:**

An external labor market salary survey was completed for each existing classification to determine median and mean of base salary ranges within the Bay Area market. A set of 9 similar agencies was adopted as TAM's comparative pool in assessing and establishing TAM's salary ranges. This information assisted staff in developing a compensation strategy that helped the agency address staffing issues such as competitive recruitment, flexibility in hiring, and minimal opportunity for advancement through promotions. Through these external surveys, TAM established a 25% salary range that spans the mean for each classification level. Our original salary spread was based on 5% increments. The 2.5% salary increments are being recommended at this time to allow flexibility in addressing staff performance, better enabling salary adjustments that stay within budget constraints, while still remaining entirely within the original 25% salary spread.

By establishment of a nine step range at 2.5% for each staff position, the Executive Director can assess staff performance accordingly and have better flexibility in monetary staff recognition during annual appraisals taking into consideration negotiated salaries at time of hire, current and past year staff challenges and workloads, and other variables that could affect performance review.

In February 2007, the TAM Board approved and adopted the new classification of Accounting and Administrative Specialist with a nine-step salary range at 2.5% steps. To provide further consistency in the TAM salary structure, it is proposed that the Board approve a move to 2.5% steps within the existing salary ranges for all TAM classifications. This change will not effect top salary amounts, but provide more levels within the existing range.

### **TAM Salary Ranges:**

This recommendation retains the original control point adopted for each classification by the TAM Board. The control point represents the mean salary level for each classification. The newly recommended range is established 10% above and below the control point in 2.5% steps as illustrated below:

					Control Point			+5%	+10%
Finance Manager									
monthly	8,408	8,618	8,850	9,071	9,316	9,549	9,782	10,027	10,248
Yearly	100,896	103,418	106,200	108,855	111,792	114,588	117,384	120,318	122,976

### **Executive Assistant/Clerk to the Board**

<i>monthly</i>	4,356	4,465	4,585	4,700	<b>4,826</b>	4,947	5,067	5,194	5,308
<i>Yearly</i>	52,272	53,579	55,020	56,396	57,912	59,360	60,804	62,324	63,696

### **Accounting & Administrative Specialist**

<i>monthly</i>	4,356	4,465	4,585	4,700	<b>4,826</b>	4,947	5,067	5,194	5,308
<i>Yearly</i>	52,272	53,579	55,020	56,396	57,912	59,360	60,804	62,324	63,696

### **Project Delivery Manager**

<i>monthly</i>	9,253	9,485	9,740	9,984	<b>10,253</b>	10,509	10,766	11,035	11,278
<i>Yearly</i>	111,040	113,816	116,884	119,806	123,036	126,112	129,188	132,417	135,340

### **Planning Manager**

<i>monthly</i>	8,241	8,447	8,674	8,891	<b>9,131</b>	9,359	9,588	9,827	10,044
<i>Yearly</i>	98,889	101,361	104,093	106,696	109,572	112,311	115,051	117,927	120,529

### **Programming Manager**

<i>monthly</i>	8,597	8,812	9,050	9,276	<b>9,526</b>	9,764	10,002	10,252	10,479
<i>Yearly</i>	103,167	105,746	108,596	111,311	114,312	117,170	120,028	123,028	125,743

### **Budget Capacity:**

The proposed changes to the salary structure for TAM classifications do not affect the top salary ranges previously set for each classification or the budget control points with these salary ranges.

### **Recommendation:**

The TAM Board review and approve the 2.5% step salary range structure for use with the TAM classification and salary review process.